

PAYROLL TIME AND LABOR SYSTEM

USER'S MANUAL

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PAYROLL TIME AND LABOR OVERVIEW

The Payroll Time and Labor System has been developed to provide a method of gathering the time and labor on employees of the Commonwealth in a timely manner and also provide error detection at the point of entry.

The Payroll Time and Labor System has a Security Control Sub-System to provide a secure on-line access to the payroll time and labor.

The timekeeper signs on to the Payroll Time and Labor System via a Menu screen that defines the Cost Center, User ID, Password and Action Code to allow access to that organization's time and labor.

The timekeeper is able to add time and labor for new employees as well as existing ones, update (delete and change) existing records and view an employee's time and labor within a cost center.

There are two screen formats that coincide with the two different timesheets that are utilized throughout State Government agencies.

The Time and Labor Mini-Master consists of records containing fields necessary to generate regular payroll time and labor. Those fields are: regular hours and overtime hours worked, leave hours, tips and additional labor codes.

The Cost Center Control File consists of records containing Organization Code and other fields that indicate activity, User ID and re-entry point into the time and labor.

The Security Control File consists of records containing User ID, Organization Code and access description.

PAYROLL TIME AND LABOR ON-LINE CAPABILITIES

The PTL System has 5 different screens or modes. They are:

- Menu** allows the Organization Code, Action Code, User ID and User Password to be validated. If the information keyed on the Menu screen cannot pass a security check within three attempts, the Payroll Time and Labor System will be signed off.
- Add** time and labor for employees who are on the Mini-Master. There will be an "initial" record, then "additional" records where necessary. This will allow for up to 40 additional labor code records to be entered on any one employee.
- Add new** time and labor for an employee whose record is not in appropriate cost center or is not on the Mini-Master File.
- Update** time and labor records that have been added to the file, with an option to delete an employee's entire record or parts thereof. A selective recall of an employee can be made within the cost center.
- Inquiry** of time and labor records that have been added to the Time and Labor File, with the option to recall an employee's time and labor record within the cost center. Inquiry allows review of the record only.

PAYROLL TIME AND LABOR ON-LINE CHARACTERISTICS

The following are characteristics of functions or information contained in the Payroll Time and Labor System.

1. **Program Function Keys (PF Keys).** The program function (PF) keys are referenced throughout this manual. They are used to express an explicit action to the computer. You will see them referenced in the following form: "Use PF3," "PF1=Menu." Keyboards vary greatly throughout the agencies that are using the PTL System.

- Keyboards with no "ALT" button or not a full set of PF keys (Data Entry Keyboards):

Use the field in the lower right quadrant of the screen. This field is prefixed with PF. Type the appropriate PF number in this field that you wish to use and press Enter. This will initiate the desired task.

- Keyboards with PF1 through PF12 buttons:

Hold down the "ALT" button, then press the appropriate PF key to initiate the desired task.

- Keyboards with PF13 through PF24 buttons:

Although the documentation refers to PF keys 1 through 12, most functions are interchangeable.

PF1	&	PF13=Menu
PF3	&	PF15=Exit
PF4	&	PF16=Delete
PF5	&	None=Skip
PF6	&	PF18=Send
PF7	&	PF19=Additional Screen
PF9	&	None=Complete
PF11	&	PF23=Scroll
PF12	&	None

2. **Cursor Advance Keys (-> <-).** Always use these keys to position your cursor, **never** use the space bar .

3. **Erase EOF Key.** This key must be used to clear a field, **never** use the space bar.
4. **Organization Code/Cost Center.** The Organization Code/Cost Center is a specific group of people that requires a valid Organization Code to access it.

Organization Code/Cost Center

CAB:32 DEPT:396 DIV:01 BR:04 SEC:02 UNIT:10

For CHS Facilities Only

CAB:49 DEPT:796 DIV:01 BR:04 SEC:02 UNIT:10 SUBUNIT:AL

5. **User ID.** The User ID is the code defined to a computer user by Systems Control Security in the Department of Information Systems.
6. **User Password.** The User Password is a secret code stored in the Security Control File, known only to the user. This field is not printed on reports or displayed in the screen. This information should not be stored in written form. The User Password expires 30 days from the date last changed.
7. **RACF Security.** RACF Security will use the same User ID. It is recommended that users keep passwords the same if possible. RACF Security represents CICS System Security while Security Control represents Payroll Time and Labor Security.
8. **Entry of Time and Labor.** There are two distinct methods of reporting time, exception reporting and positive reporting. Refer to instructions for completing your standard sheet. Time Sheet hours from the total line are to be entered with appropriate codes where applicable. For both types of reporting, all totals on the timesheet will be entered in PTL.
9. **Hours Fields.** All fields that require hours to be entered will start in the left-most position, with two positions required to the right of the assumed decimal place. Use the cursor advance keys, **not the Space Bar**, to position the cursor on the next field.

Time on T&A Form

7.5
7.50
8.00

Correct Way to Enter Time

750
750
800

.08
.50

08
50

10. **Field Correction.** Use Erase EOF Button to clear a field, then re-enter the value desired or use the cursor advance key to position the cursor on the next field. **Do not** use the Space Bar to position the cursor or to clear a field; it may cause errors in the hours fields.
11. **Processing Sequence.** All processing sequences will be in order of last name, first name within organization cost center. In case of duplicate names, sequence is to social security number. In inquiry and update, you have the option to select a specific employee once you have entered the proper cost center.

MARS REPORTING CAPABILITIES

The Payroll Time and Labor System has been designed to handle two levels of code distribution reporting: to the Basic MARS Level and to the project (extended) level.

Most state agencies report only to the Basic level. These agencies would enter the 12 character MARS code, whenever applicable. The MDC is made up of four characters for PBU, four characters for MARS Organization code, and four characters for fund.

A few agencies report beyond the MARS basic reporting level. This is referred to as Project or extended reporting. An agency must be cleared through the Finance and Administration Cabinet before the project reporting capabilities of PTL can be used. The capabilities allow reporting to multiple accounting data elements. These elements are: Organization, PBU, Fund, Activity, Function, Sub Object, Project, Sub Organization, Termini, and Reporting Category.

If you need more information on the type of reporting your agency is doing, you should contact your accounting area.

PAYROLL TIME AND LABOR SECURITY RECOMMENDATIONS

The User ID and Password should be kept confidential. Each timekeeper should have his own User ID.

- Keep your User ID in a private place.
- Commit your password to memory (do not store in written form).

PAYROLL TIME AND LABOR OPERATING PROCEDURES

I. Sign-On Procedure

1. Type "CICS" and press the Enter button.
2. Clear the screen (simultaneously depress the ALT button and the Clear (CURSR SEC) button, releasing at the same time) or press the Clear button.
3. Type "CESN" and press the Enter button.
4. A RACF Security Screen will appear. Type your User ID and Password. Press the Enter button. (Sample screen follows.)

CICS Sign-on

Type your userid and password:

 Userid ==>
 Password ==>
 Language ==>

 New Password ==>

PF 3=End
DFHCE3520 Please type your userid

MENU PROCEDURE

1. Clear the screen (simultaneously depress the ALT button and the Clear (CURSR SEC) button, releasing at the same time) or press the Clear button.
2. Type "PTLE" and press the Enter button. ("PTLF" for CHS/CFC facilities only.)
3. A Menu Screen will appear.
4. Enter "E" for selection.
5. Enter the cost center (Cabinet, Department, Division, Branch, Section, Unit (and Sub-Unit for CHS/CFC Facilities) that is to be updated/viewed.
6. Enter the appropriate action type. Press the Enter button. (Sample screen follows.)
7. The appropriate screen will be returned when all required fields are present and valid.
8. Proceed to the appropriate procedure.
9. Function keys available in this procedure: PF3=Exit PTL to CICS.

===== PAYROLL TIME AND LABOR MENU =====

* USERID AND PASSWORD NO LONGER REQUIRED *

PLEASE MAKE A SELECTION: E = PTLF
 F = PTLF

COMPANY:

ORG CODE: DD BB SS UU SU - USED ONLY ON SELECTION F
 **

ACTION: A = ADD
 U = UPDATE
 I = INQUIRY
 X = ADD NEW

PF

ENTER=PROCEED PF3/15=EXIT PF1/13=MENU

PAYROLL TIME AND LABOR MENU - SCREEN FIELD DEFINITIONS

The definitions are categorized in numeric and alphabetic item codes. The numeric items represent the fields that the timekeeper/user will key and the alphabetic items represent program supplied fields.

- Item 1 - Organizational Level - Cabinet, Department, Division, Branch, Section, Unit, Sub-unit (CHS/CFC) - This will define a User ID access to an organizational structure, i.e.:

49, 285, 66, 09, 02, 01 - This identifies that the timekeeper/user wishes to begin keying time and labor records at the first unit within the section 02 of this organizational structure.

49, 285, 66, 82, 09, 01, AB - This identifies the sub-unit that the timekeeper/user wishes to begin keying time and labor for this organizational structure. This will be for the CHS/CFC institutions only via a different screen name.

- Item 2- Action - A code to indicate the type of work the timekeeper/user is to do. Add, Update, Inquiry, Add New. (More complete definition of each follows.)
- Item 6 - PF_ - This field is used in lieu of the Program Function Keys.
- Item A and B - User Message - A message that the program generates based upon conditions encountered with user-keyed data to enable the user to know what to do next.
- Item C - User Message - Reserved for System Messages.

LOGOFF PROCEDURE

1. To exit the Time and Labor System, use PF3.
2. Clear the screen.
3. Type "CESF Logoff" and press the Enter button.

ADD MODE

1. Enter time and labor from the total line on the standard timesheet. If additional labor records are present (second page of standard timesheet), use PF7 to obtain an additional time and labor screen. If no additional screen is required, press the Enter button.
2. If there is nothing to report on an employee, use PF5 to proceed to the next employee. Once an employee has been skipped, that record cannot be recalled until the end of the cost center has been reached. Re-enter the cost center in add mode; use PF5 to skip those employees already completed (do not use enter or PF6) or those you wish to skip again. When the employee you wish to add time and labor for appears on the screen, follow normal operating procedures.
3. Any time the Enter button is pressed, the edit process is invoked. The first edit occurs at the screen level. Fields containing data are tested: hours fields must be numeric, other fields must contain valid codes. All fields with values must pass these tests before proceeding to other screens or editing. The second edit occurs when an employee's time and labor record is complete and has passed the first edit phase. This second edit represents the balancing process. This compares leave taken to leave balances for annual, sick and comp; hours reported for both hours worked and leave reported to pay period hours (crossfoot); and also checks overtime hours, shift, holiday, etc. These edits vary depending upon time card status for each employee.
4. When errors are detected in the edits, the timekeeper should correct the problem before the cost center is designated complete. This record can be corrected in this mode or it may be put to the file with errors (use PF6) for recall later through the Update procedure.
5. Function Keys available in Add Procedure:
 - PF1 = Return to Menu
 - PF3 = Exit PTL to CICS
 - PF5 = Skip this Record
 - PF6 = Put time and labor to file with balance errors
 - PF7 = Additional time and labor screen
 - PF11 = Scroll screens of employees' time and labor records

Never use the Space Bar to clear a field.

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ADD      MODE  COMMONWEALTH OF KENTUCKY-EMPLOYEE TIME REPORTING PP: 12-2
CC DDD DD BB SS UU      DOE      JANE      P      0 NNN NN NNNN
ANNL:      SICK:      C-TIME:      OTS:      PT:      SHC:      TCS:
ORG      PBU      FUN      ACT      FCT      PROJECT  SB  SO REPC      TERMINI      ES:1
01UA      0000      0000
REG HRS* 1.0 COMP 1/5 * OVT/PAY LEAVE ANNUAL SICK      COMP      HOLID      LWOP
                                HOURS
                                910      930      1.5      920      918      913      903      902
OTHER LV HRS:      9      :      9      925      926      924      928
REG:      OT:      ORG:      PBU:      FUN:      ACT:      FCT:
SB:      PJ:      SO:      TR:      RP:

REG:      OT:      ORG:      PBU:      FUN:      ACT:      FCT:
SB:      PJ:      SO:      TR:      RP:

REG:      OT:      ORG:      PBU:      FUN:      ACT:      FCT:
SB:      PJ:      SO:      TR:      RP:

REG:      OT:      ORG:      PBU:      FUN:      ACT:      FCT:
SB:      PJ:      SO:      TR:      RP:
TIPS 1:
UP NEXT      END OF COST CENTER
221 EMPLOYEE HAS 0 ADDITIONAL RECORDS
ENTER=BALANCE; PF5=SKIP; PF6=SEND; PF7=ADDL T&L;      PF11=SCROL

```

ADD NEW PROCEDURE MODE

1. The following fields will appear on the screen:
 - A. Organization--This is the organizational level/unit/cost center for which Time and Labor will be keyed.
 - B. Pay Period--Month and Code of "1" for first pay period or "2" for second pay period.
 - C. Annual Leave--Balance field is blank; no entry allowed.
 - D. Sick Leave--Balance field is blank; no entry allowed.
 - E. Comp Leave--Balance field is blank; no entry allowed.
2. Enter the employee information in the following sequence (all items required except Item I, which is optional for MARS Project and Extra Reporting agencies):
 - A. Key in Last Name, First Name, Middle Initial.
 - B. Key in Dual Code (usually zero) and Social Security Number.
 - C. OTS: Key in Overtime Status - No overtime allowed, key "1" (only comp time); Comp time x 1.5, key "2"; Overtime payments allowed, key "3".
 - D. PT: Key Pay Type - Hourly, key "H"; Salaried, key "S".
 - E. SHC: Shift Code - First Shift, key "1" (No shift payment); Second Shift, key "2"; Third Shift, key "3"; or No Permanent Shift, key "4".
 - F. TCS: Time Card Status - Time Card Required, key "0"; No Time Card Required, key "1".
 - G. ES: Employment Status - Active, key "1"; Terminated, key "3".

- H. MARS PRIMARY CODE: Org, PBU, Fund, Activity, Function, Project, Sub Object, Sub Org, Reporting Cat, Termini.
 - I. MARS REPORTING ELEMENTS: Organization, PBU, Fund, Activity, Function, Sub Object, Project, Sub Organization, Termini, Reporting Category.
3. When all information, including hours from totals on timesheet, has been keyed, press Enter. The same editing will occur as in the Add Mode.
4. Function keys available in Add New Procedure:
- PF1 = Return to Menu
 - PF3 = Exit PTL to CICS
 - PF6 = Put time and labor to file with balance errors
 - PF7 = Additional time and labor screen
 - PF11 = Scroll screens of employees' time and labor records

Never use the Space Bar to clear a field.

UPDATE PROCEDURE MODE

1. The first employee within the cost center will appear. You have the option to:
 - Scroll through this employee's records by using PF11.
 - Look through the entire cost center by pressing Enter.
 - Selective recall a specific employee that you wish to update or change by keying the Employee ID at the bottom of the screen and then pressing Enter.
2. Any time data is changed or entered, the edit process is invoked.
3. The only employees who will appear in Update are ones whose time has been entered in the Add mode.
4. When errors or exceptions occur in the edits, the timekeeper should correct the problem before the cost center is designated complete. This record should be corrected in this phase.
5. If all time and labor records are complete and also correct, the option is available to set cost center complete. Once this switch is set, that cost center cannot be accessed again. This cost center will be extracted immediately following the daily CICS session.
6. Function keys available in Update Procedure:
 - PF1 = Return to Menu
 - PF3 = Exit PTL to CICS
 - PF6 = Put time and labor to file with balance errors
 - PF7 = Additional time and labor screen
 - PF9 = Set cost center complete (ready to be extracted)
 - PF11 = Scroll screens of employees' time and labor records

Never use the Space Bar to clear a field.

7. To delete employee information in Update, find the employee record using the methods listed in Step 1.
8. At the time you find the record you wish to delete, press PF4. If you decide not to delete this record before you press the PF4 button again, simply use PF5 to retain the record.

INQUIRY PROCEDURE MODE

1. The first employee within the cost center will appear. You have the option to:
 - Scroll this employee's records.
 - Look through the entire cost center by pressing Enter.
 - Selective recall a specific employee that you wish to review.
2. Function keys available in Inquiry Procedure:
 - PF1 = Return to Menu
 - PF3 = Exit PTL to CICS
 - PF11 = Scroll screens of employees' time and labor records

No changes can be made in this mode.

T&A SCREEN FIELD DEFINITIONS

The definitions are categorized in numeric and alphabetic item codes. The numeric items represent the fields that the timekeeper/user will key and the alphabetic items represent program supplied fields.

- Item 1 - Regular Hours Total - This is the total of all regularly scheduled hours actually worked and which are to be charged to the Labor data printed at the top of the screen.
- Item 2 - Comp Total - This is the total of all compensatory time straight-time earned during this pay period.
- Item 3 - Elected 1.5 Comp Time - This is the total of all overtime hours worked which are to be accumulated at 1.5 x Comp Hours.
- Item 4 - Elected 1.5 Overtime Pay - This is the total of all overtime hours worked which are to be paid at the employee's time-and-a-half rate, and are to be charged to the Labor data printed at the top of the screen.
- Item 5 - Annual Leave Total - This is the total of all hours the employee took off and used annual leave.
- Item 6 - Sick Leave Total - This is the total of all hours the employee took off and used sick leave.
- Item 7 - Comp Leave Total - This is the total of all hours the employee took off and used compensatory time.
- Item 8 - Holiday Total - This is the total of holiday hours for which the employee is to be paid.
- Item 9 - LWOP Total - This is the total of all of the leave without pay hours.
- Item 10 and 12 - Other Leave Total - (This field may occur variable number of times.) This is the total of all hours the employee took off for the Special Leave entered in the field which follows.
- Items 11 and 13 - Other Special Leave Code - This field should contain one of the following

special pay numbers, if applicable:

- 06 - Voting Leave
- 07 - Election Official Leave
- 08 - Blood Donation Leave
- 09 - Paid Military Leave
- 14 - Governor's Request Leave
- 15 - Jury Leave or Court Leave
- 21 - Adverse Weather
- 28 - Family Leave is a tracking code and other leave codes must also be used with it in order to balance. 925, 926, 924, 928 are printed and must be used for these codes if applicable.
- 29 - Unauthorized Absence

- Items 14 - Shift 2 Total - This is the total of all hours worked on Second Shift for which the employee should receive differential pay.
- Items 15 - Shift 3 Total - This is the total of all hours worked on Third Shift for which the employee should receive shift differential pay.

The following items 16 through 28 may occur a variable number of times:

- Item 16 - Reg Total - This is the total of regular hours worked which are to be charged to the Labor information in Items 16 through 28.
- Item 17 - OT Total - This is the total of overtime hours worked which are to be charged to the Labor information in Items 16 through 28.
- Items 18-23 - MARS Accounting Codes - If the employee will charge hours worked to a MARS Distribution Code which is different than is printed at the top, the "new" MDC will be entered here. Enter as fourteen characters, the first two for the Fund Code, the next four for the Program Code, and the last eight for the organization information.
- Item 24 - ORG - If the employee will charge hours worked to a different Organization than is printed at the top of the screen, enter the "new" Organization here. It will be a four character code.

- Item 25 - PBU - If the employee will charge hours worked to a different Primary budget Unit than is printed at the top of the screen, enter the "new" PBU here. It will be a four character code.
- Item 26 - FUND - If the employee will charge hours worked to a different Fund than is printed at the top of the screen, enter the "new" Fund here. It will be a four character code.
- Item 27 - ACT (Activity) - If the employee will charge hours worked to a different Activity than is printed at the top of the screen, enter the "new" Activity here. It will be a four character code.
- Item 28 - FCT (Function) - If the employee will charge hours worked to a different Function than is printed at the top of the screen, enter the "new" Function here. It will be a four character code.
- Item 29 - SB (Sub Object) - If the employee will charge hours worked to a different Sub Object Code than is printed at the top of the screen, enter the "new" Sub Object Code here. It will be a two character code.
- Item 30 - PJ (Project) - If the employee will charge hours worked to a different Project than is printed at the top of the screen, enter the "new" Project here. It will be an eight character code.
- Item 31 - SO (Sub-Organization) - If the employee will charge hours worked to a different Sub-Organization than is printed at the top of the screen, enter the "new" Sub-Organization here. It will be a two character code.
- Item 32 - TR (Termini) - If the employee will charge hours worked to a different Termini than is printed at the top of the screen, enter the "new" Termini here. It will be a seven character code.
- Item 33 - RP (Reporting Category) - If the employee will charge hours worked to a different Reporting Category than is printed at the top of the screen, enter the "new" Reporting Category here. It will be a four character code.
- Item 34 - Tips (For Parks Only) - This is the total of tips reported this pay period.
- Item 35 - Employee ID - Used when a selective recall is necessary. Key dual code and social security.

- Item 36 - PF - This field can be used in lieu of the Program Function keys.
- Item A - Organization - This is the organizational level/unit/cost center that is currently accessed.
- Item B - Pay Period - Month and code of "1" for first pay period or "2" for second pay period.
- Item C - Employee Name - Last name, first name, and middle initial as appears on UPPS Payroll Master File.
- Item D - Employee ID - Dual code - social security number.
- Item E - Annual Leave - Balance of annual leave as of end of previous pay period.
- Item F - Sick Leave - Balance of sick leave as of end of previous pay period.
- Item G - Comp Leave - Balance of compensatory time as of end of previous pay period.
- Item H - OT Status - This indicates if employee is eligible for payment of overtime.
 - 1=No 1.5 Overtime
 - 2=Elected 1.5 Comp Time
 - 3=Elected 1.5 Overtime Pay
- Item I - Pay Type - This indicates the method of payment.
 - H=Hourly
 - S=Salaried
- Item J - Shift Code - This indicates Shift Differential Payment.
 - 1=First Shift - No Shift Payment
 - 2=Second Shift
 - 3=Third Shift
 - 4=No Permanent Shift
- Item K - Time Card Status - Time Card Required=0; No Time Card Required=1.
- Item L - MARS Code - This is the MARS accounting code to which time is charged when totals are placed in Items 1-17 and 31.

- Item M - ORG - This is the Organization to which time is charged when totals are placed in Items 1-17 and 31.
- Item N - PBU - This is the Primary Budget Unit to which time is charged when totals are placed in Items 1-17 and 31.
- Item O - ACT - This is the Activity to which time is charged when totals are placed in Items 1-17 and 31.
- Item P - FCT - This is the Function to which time is charged when totals are placed in Items 1-17 and 31.
- Item Q - PJ - This is the Project to which time is charged when totals are placed in Items 1-17 and 31.
- Item R - TERMINI - This is the Termini to which time is charged when totals are placed in Items 1-17 and 31.
- Item S - RP - This is the Reporting Category to which time is charged when totals are placed in Items 1-17 and 31.
- Item T - ES (Employment Status) - Active=1; Terminated =3.
- Item U - Up Next Name - Name of the next employee to be shown on the screen.
- Item V - Up Next Employee ID - The dual code and social security number of the employee that will next appear on the screen.

Notes:

1. Only the Special Pay numbers listed under Items 11 and 13 can be entered on this screen. Other special pays such as 912-Block 50 payments or 923-Retro Pays must be processed on 900 transaction forms.
2. All leave hours will be charged to the labor distribution information displayed at the top of the screen.

3. PF in Lower Right Quadrant of screens is where user (if they do not have a full 12 Program Function Key Board) will enter the Appropriate PF Code/Number.

TIME AND LABOR USER MESSAGES

Error Code	Message	Explanation	Corrective Action
002	Password Invalid	Self-Explanatory	Enter valid password. System will allow four attempts to correct it before security violation.
003	Action Type Invalid	Self-Explanatory	Enter a valid action type.
004	Security Violation--Session Ended	Self-Explanatory. Too many tries on User ID or Password.	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
006	User ID Invalid for Update to Time and Labor	The User ID and Cost Center are not defined to update within the Security Control file.	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
007	Session Terminated by PF3/PF15	Exit from Security Control Sub-System	Follow Logoff Procedure.
008	Session Terminated--Linkage	Improper entry to the Security Control System.	Follow procedures for entry into the Security Control System.
009	Invalid Function Type Was Used	An invalid function type was used.	Refer to appropriate procedures.
010	Security File Not Open	The Security Control File is not open.	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
012	An Unidentified Error has occurred.	An unanticipated condition has occurred.	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
013	Invalid Map Size	An unanticipated condition has occurred.	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
014	Please enter some data	Enter was pressed with a blank screen.	Enter appropriate information.
015	Enter User ID	Self-Explanatory	Enter User ID.
016	Enter Action Code	Self-Explanatory	Enter Action Code.
017	Enter Password	Self-Explanatory	Enter Password.
018	Current Password has expired	Self-Explanatory. This is used with Message 019.	Enter new password.
019	Enter New Password	Self-Explanatory. This is used with Message 018.	Enter new password.

Error Code	Message	Explanation	Corrective Action
100	Required Field(s) Missing	A field or fields required for action type you are in is missing.	Refer to appropriate action procedure.
101	-----Missing	Self-Explanatory	Enter missing field.
106	Cost Center has had no activity	Time and Labor has not been added to cost center.	Verify Organization Code.
107	This User ID is no longer valid	Self-Explanatory	Verify User ID and Organization Code. Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
108	Cost Center Control File not open	Self-Explanatory	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
109	Cost Center requested not on file	Self-Explanatory	Verify Organization Code.
111	This record has not been changed	Self-Explanatory	No action.
112	User ID not allowed in this Org Code.	User ID not defined to access this Cost Center.	Verify User ID and Organization Code. Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
114	Cost Center has been extracted	Self-Explanatory	No action.
115	Cost Center ready to be extracted	Time and Labor cannot be accessed when cost center is set complete.	No action.
116	This cost center is currently in use by another User ID	Self-Explanatory	Verify your Organization Code.
116	This cost center is currently in use by your User ID. Press PF12 to resume.	Self-Explanatory	Self-Explanatory
117	-----Invalid	Identified Field did not pass validation.	Enter correct information.
140	No more screens available	Self-Explanatory	No action.
141	----- has been successfully added	Self-Explanatory	No action.
142	Confirm Delete=PF4; Retain=PF5	Self-Explanatory	Self-Explanatory.

Error Code	Message	Explanation	Corrective Action
143	Record(s) Deleted	Self-Explanatory	No action.
144	Record(s) Not Deleted	Self-Explanatory	No action.
146	Highlighted Field(s) Invalid	Self-Explanatory	Make necessary corrections.
200	Comp Earned not equal to overtime with labor codes	Self-Explanatory	Make necessary corrections.
201	-----Invalid	Self-Explanatory	Verify timesheet. Make necessary changes.
202	Annual Leave reported in excess of leave balance	Self-Explanatory	Verify timesheet. Make necessary changes.
203	Sick Leave reported in excess of leave balance	Self-Explanatory	Verify timesheet. Make necessary changes.
204	Comp Leave reported in excess of leave balance	Self-Explanatory	Verify timesheet. Make necessary changes.
205	Holiday Leave in excess of 22.5 hours	Self-Explanatory	Verify timesheet. Make necessary changes.
206	Reg Hrs Total does not equal sum of leave and other reg hrs	Self-Explanatory	Verify timesheet. Make necessary changes.
207	Employee Shift2 reported in excess of 100 hours	Self-Explanatory	Verify timesheet. Make necessary changes.
208	Employee Shift3 reported in excess of 100 hours	Self-Explanatory	Verify timesheet. Make necessary changes.
209	Employee Shift reported in excess of 125 hours	Self-Explanatory	Verify timesheet. Make necessary changes.
210	Employee not eligible to report OT	Self-Explanatory	Verify timesheet. Make necessary changes.
211	OT and Comp reported in excess of 100 hours	Self-Explanatory	Verify timesheet. Make necessary changes.
212	OT with labor codes not equal to overtime 1, 2, and comp	Self-Explanatory	Verify timesheet. Make necessary changes.
213	Regular and Leave Hours reported not equal to pay period hours	Self-Explanatory	Verify timesheet. Make necessary changes.
214	Regular and Leave Hours reported in excess of 100 hours	Self-Explanatory	Verify timesheet. Make necessary changes.

Error Code	Message	Explanation	Corrective Action
215	Employee Shift reported in excess of 100 hours	Self-Explanatory	Verify timesheet. Make necessary changes.
216	Leave Hours reported in excess of pay period hours	Self-Explanatory	Verify timesheet. Make necessary changes.
217	Leave Hours reported in excess of 100 hours	Self-Explanatory	Verify timesheet. Make necessary changes.
218	This employee already exists in this company	Self-Explanatory	Verify timesheet. Make necessary changes.If message number only appears, this employee exists within this Cabinet, Department. However, you may add this record to this cost center.If full message and number appears, this employee number already appears in this cost center. Therefore, this record will not be allowed to be added to this cost center.
219	Holiday Leave in excess of 24.0 hours	Self-Explanatory	Verify timesheet. Make necessary changes.
221	Employee has -- additional records -- of --	Self-Explanatory	No action.
222	Additional Record -- of --	Self-Explanatory	No action.
223	Time & Labor File not open	Self-Explanatory	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
224	End of Cost Center	Self-Explanatory	You may want to change modes.
225	Org -- --- -- not found on time and labor file	Self-Explanatory	Verify timesheet. Make necessary changes.
226	Enter=Proceed; PF1=Return to Menu; PF3=End, PF7=View Additional Records	Self-Explanatory	DNA
227	You have reached end of Cost Center	Self-Explanatory	You may want to change modes.

Error Code	Message	Explanation	Corrective Action
228	Requested employee not in Cost Center	Self-Explanatory	Verify timesheet. Make necessary changes.
229	Mapfail Error has occurred	Self-Explanatory	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
231	Duplicate record already on file	Self-Explanatory	Verify timesheet. Make necessary changes.
232	No space on file-----call System Support Team	Self-Explanatory	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
233	Mini-Master File not open	Self-Explanatory	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883).
234	Org -- --- -- not found on Cost Center Control file	Self-Explanatory	Verify your Organization Code.
235	Org -- --- -- not found on Mini Master file	Self-Explanatory	Verify your Organization Code.
236	You have reached End of File	Self-Explanatory	No action.
237	Enter=Balance; PF1=Menu; PF3=Exit; PF6=Send; PF7=Add'l T&L; PF11=Scroll	Self-Explanatory	DNA
238	Enter=Balance; PF4=Delete; PF6=Send; PF7=Add'l T&L; PF9=Complete; PF11=Scroll	Self-Explanatory	DNA
239	Employee not eligible for Shift2	Self-Explanatory	Verify timesheet. Make necessary changes.
240	Employee not eligible for Shift 3	Self-Explanatory	Verify timesheet. Make necessary changes.
241	Enter=Balance; PF5=Skip; PF6=Send; PF7=Add'l T&L; PF9=Complete; PF11=Scroll	Self-Explanatory	DNA
242	Regular Hours exceed pay period hours	Self-Explanatory	Verify timesheet. Make necessary changes.

Error Code	Message	Explanation	Corrective Action
243	You must press Enter to Balance before using PF6	An employee's time and labor must be through the balance routine before placing the record with errors to the time and labor file.	Press Enter.
246	Cost Center has no Time and Labor Records	Self-Explanatory	DNA
250	Employee used Overtime other than to type coded	Employee is coded to Overtime Type 2 (1.5 x comp) but reported paid overtime or employee is coded to Type 3 (Paid Time & one-half Overtime) but reported time and one-half comp on timesheet.	Self-Explanatory 1. Could be in transition month. 2. Could be reported wrong. 3. May need P-1 change.
273	Grant Edit File Not Open	Self-Explanatory	Contact Personnel Cabinet, Employee Records Division, Payroll Branch (502-564-6883)
274	Regular & Leave Hours reported not equal to 60.0 or 67.5 or 75.0 or 82.5 or 90.0 or 97.5	Self-Explanatory	Verify timesheet. Make necessary changes.
276		When a salaried employee is Time Card Required and their schedule is not the standard hours for that pay period and no 700 transaction is being entered, this message will appear at the bottom of the PTL screen and it will not allow the timekeeper to enter it. If it is forced (PF6) it will over/under pay the employee so it MUST be skipped (PF5) and sent to the Payroll Officer to enter through POT.	Skip employee on PTL and pay the employee on POT.
277	Voting Leave	More than four (4) hours has been entered for voting leave. 4 hours is the maximum allowed for voting leave.	Change hours to 4 and correct timesheet.